Approved For Release 2000/09

SPECIAL BULLETIN

Number 59-62

28 December 1962

TO: Agency Training Officers

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IBM PROFICIENCY PROGRAM

In cooperation with the IBM Electric Typewriting Division, the OTR Clerical Training Staff has arranged a Typewriting Proficiency Program.

Conducted solely by IBM personnel, the program consists of a two-hour presentation during which maintenance of an IBM typewriter is explained and useful typing shortcuts are demonstrated. Nine presentations have been scheduled and arrangement to apportion them among the DDI, DDP, DDS, and DI held in Room GD-2608 according to the following

STATINTL

DDR	14 January	0930 - 1130
	14 January	1330 - 1530
DDS		0930 - 1130
The entries within	September 1	
Tdde Peec	15 January	1330 - 1530
DDI		0930 - 1130
DDP	17 January	0930 - 1130 and 1330 - 1530
DDP	18 January	0930 - 1130

The program, the only one which can be scheduled this year, is primarily for typists and stenographers who have been assigned to the Agency within the last year and who are using IBM electric typewriters. Registration is limited to 30 for each two-hour presentation. Because of this restricted number, Training Officers are asked to screen requests so that there can be a reasonable representation from each office. If necessary they may arrange attendance for one person in on office who will later inform others in that office of the techniques and shortcuts covered in the demonstration.

(See other side)

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Training Officers should enroll their personnel by a memorandum to the Registrar, Office of Training, Room GC-03, Headquarters (Extension 5203). It is requested that they list the names with date and hour of attendance.

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Any questions concerning the program should be directed to Mrs. Extension 3280.

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